



3720 Stephen M. White Drive • SAN PEDRO, CALIFORNIA 90731
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 A FACILITY OF THE CITY OF LOS ANGELES DEPARTMENT OF RECREATION & PARKS
 ASSOCIATION OF ZOO & AQUARIUMS & AQUARIUMS &
 ACCREDITED BY AMERICAN ZOO AND AQUARIUM ASSOCIATION



Read carefully!
 Following directions is part of the process.

2010 SUMMER DOCENT PROGRAM

Thank you for your interest in our Summer Docent program. This program is open to students entering 7th-12th grades in the fall of 2010. The program is designed to give students lifetime skills in working with large groups of people, knowledge of the local ocean environment and a sense of accomplishment.

We offer two programs: Exhibit Hall Docent and Aquatic Nursery Docent

Sixty (60) students will be accepted into each of two Exhibit Hall sessions and sixteen (16) students will be accepted into one Aquatic Nursery program.

**The calendar for both programs follows on the last page of this letter.
 Please refer to it for grade levels and dates of training and tours.**

APPLICATION/ACCEPTANCE TIMELINE

Applications Due	⇒	Friday, April 30
Applicant Interviews	⇒	Dates/times to be scheduled
Notification of Acceptance	⇒	Within the following two-three weeks after interview

HOW TO APPLY

Please write clearly. Illegible applications/essays will not be considered.

All Applicants -

- Complete the attached application with your personal résumé on the back. (Summarize if necessary – no extra pages, please.)
- Submit a teacher's recommendation on the attached form.

If you are applying for the **Junior High Exhibit Hall Program** include a handwritten, legible, *one-sided, one-page* essay answering the following, "How do you think being a CMA Docent will change you?"

If you are applying for the **Aquatic Nursery Program** include a handwritten, legible, *one-sided, one-page* essay answering the following, "Propose a question for a fish research project and explain how you might study the captive fish in a tank."

**ALL MATERIALS MUST BE RECEIVED BY FRIDAY, APRIL 30
 SUBMIT ALL ITEMS (including teacher recommendation) TOGETHER IN ONE PACKET**

Mail packets to:

Randi Gonzalez, Volunteer Coordinator

Cabrillo Marine Aquarium, 3720 Stephen M. White Drive, San Pedro, CA 90731

Walk-In Packets Will Be Accepted Only Until Noon, Friday, April 30.

Contact Randi to Make Arrangements for Drop-Off.

INTERVIEWS & ACCEPTANCE

ALL applicants will be contacted for an interview – no exceptions.

ALL applicants will be notified of acceptance or denial within 2-3 weeks after the interview is conducted.

PROGRAM FEES and REGISTRATION

DO NOT send money with your application. Fees will be collected upon acceptance into program. Program fees cover training materials, T-shirt, name badge and field trips. The fee for the Exhibit Hall programs is \$125.00 (\$115.00 for additional siblings) and \$85.00 for the Aquatic Nursery program. Financial aid is available and may be requested upon acceptance.

All docents are registered as volunteers with the City of Los Angeles. All volunteers 14 years and older are subject to a background check that includes fingerprinting. Instructions will be provided upon acceptance. **Individuals may participate in training but may not do any volunteer work or attend field trips until all paperwork and/or fingerprinting is returned.**

IMPORTANT INFORMATION FOR PARENTS/GUARDIANS – please read

- **It is not uncommon to receive more applications than spaces available for our summer docent program.**
 - The application packet must arrive complete and by the due date to be considered.
 - In general, veteran docents are accepted back into the program unless circumstances dictate otherwise. A lottery is held should we have more qualified applicants than spaces for new docents.
- **Training is MANDATORY for veteran and new docents and must be a priority on your child’s schedule.** Training is very important in ensuring a successful and enjoyable experience as a Summer Docent and attendance each day and for the complete time is expected. You are informed well in advance of the dates and times of this program.
- **We do not arrange or assist in the formation of carpools. This is the responsibility of individual families.**
- **Docents tour one or two mornings a week. Day(s) chosen with acceptance materials. Other than the training week, there are NO minimum hour requirements for this program.** Docents are expected to tour the same day(s) each week. Please do not ask us to arrange special schedules.
- **Make and keep a copy of the application materials. Keep this letter for reference.**

Questions??

Please do not hesitate to contact Randi at (310) 548-8398 or randi.gonzalez@lacity.org

Sample Resume NAME ADDRESS CITY/STATE/ZIP PHONE OBJECTIVE (Why are you applying?) EDUCATION (Most recent first) WORK EXPERIENCE (Include clubs, organizations and volunteer work – most recent first) ACHIEVEMENTS INTERESTS

<p>2010 Summer Docent Schedule (FIELD TRIP DATES SUBJECT TO CHANGE)</p> <p><u>EXHIBIT HALL DOCENT PROGRAM</u></p> <ul style="list-style-type: none"> • Session 1: Students entering 7th – 9th grade in the fall <ul style="list-style-type: none"> ○ Training week: 6/28-7/2, 9a-3p ○ Tours, Tuesday-Friday, July 6-July 30, 9a-12:30p ○ Field Trips (optional) <ul style="list-style-type: none"> ▪ Monday, July 12 – Sea World ▪ Monday, July 19 – Catalina ▪ Monday, July 26 – Beach Seine ○ Tours end/Potluck – Friday, July 30 • Session 2: Students entering grades 10th – 12th in the fall <ul style="list-style-type: none"> ○ Training week: 7/26-7/30, 2-5p (note change) ○ Tours, Tuesday-Friday, August 3-August 27, 9a-12:30p ○ Field Trips (optional) <ul style="list-style-type: none"> ▪ Monday, August 9 – Sea World ▪ Monday, August 16 – Catalina ▪ Monday, August 23 - ???? ○ Tours end/Gumba Party – Friday, August 27 <p><u>AQUATIC NURSERY DOCENT</u></p> <ul style="list-style-type: none"> • Training weeks: 6/28-7/9, 9a-12:30p • Tours, Tuesday-Friday, July 13-August 27 • Field Trips (optional) <ul style="list-style-type: none"> ○ Monday, July 19 – Catalina ○ Others TBA ○ Tours end/Gumba Party – Friday, August 27
